



Request for Proposal **Physical Activity Instructor** The Big Pine Wellness Center

Submission Information:

Request for Proposals

DATE: September 29, 2017
PROJECT TITLE: **Physical Activity Instructor**
PROPOSAL DUE DATE: Open Until Filled
PROJECTED START DATE: As soon as possible

SUBJECT/PUPOSE OF ANNOUNCEMENT: The Big Pine Wellness Center is seeking proposals from qualified individuals to provide physical activity classes for the gym. We are looking for a fitness instructor for intermediate to advanced fitness levels so let us know your specialties, strengths, goals and experience!

The outline of service will include:

1. Instruct one or more fitness classes one to three times a week.
2. Represent the Big Pine Wellness Center in a respectful and professional manner.
3. Provide physically intense cardio workouts to accommodate all patrons.
4. Provide outstanding customer service at all times.
5. Submit invoices to Wellness Center Supervisor for monthly billing.
6. Adhere to confidentiality policy as well as all regular Wellness Center policies and procedures.
7. *Certified trainers/instructors preferred

Please provide an outline for the class you would like to instruct. Please include:

- Class Name & Description
- Fitness Level(s) class is intended for
- Wage desired
- Experience/Certifications
- Three (3) Professional References

Contractor will work closely with the Big Pine Wellness Center Supervisor and other Wellness Center staff. Must have own transportation and provide his/her own workout program.

Submission Deadlines and Delivery

All submissions for responding to this request must be submitted on paper and in a sealed envelope marked: **Physical Activity Instructor** and delivered to the Big Pine Tribal Office or mailed to the Tribal office, as stated below:

FOR MAIL SUBMISSION, SEND TO FOLLOWING ADDRESS:

Jill Paydon
Tribal Administrator, Big Pine Paiute Tribe
P. O. Box 700
Big Pine, CA 93513

FOR HAND DELIVERED, RFP MUST BE DELIVERED AT THE ADDRESS BELOW:

Jill Paydon
Tribal Administrator, Big Pine Paiute Tribe
825 S. Main Street
Big Pine, CA 93513
(760) 938-2003

Submission Questions and Clarifications

If you have any questions or require clarification on any topics covered in this Request for Proposal contact: Jill Paydon at (760) 938-2003 or email j.paydon@bigpinepaiute.org

Selection Criteria

All RFP submissions should include past experience and qualifications and current references, not related to the individual, with current mailing address, valid phone number and/or email address. Please state the hourly dollar amount requested. If Big Pine Tribal Members or Native Americans are claiming Indian Preference, they must complete a TERO Application including proof of enrollment.

Final selection will be based on the responsible and responsive bidder whose bid meets the requirements of the Request for Proposals and offers the best value to the Big Pine Paiute Tribe/Big Pine Paiute Development Corporation.